

City of Gloucester

City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL AND CITY COUNCIL STANDING COMMITTEE

Budget and Finance

Monday, November 30, 2009 – 7:00 p.m.

1st Fl. Council Conference Room – 9 Dale Avenue, City Hall

A G E N D A

1. Regionalization of North Shore Regional Vocational School District
2. Memo from CFO re: Acceptance of Funds from City Hall Restoration Commission
3. Memo from Harbormaster re: State grant for North Channel, Inner Harbor
4. Memo from Health Director, regarding another H1N1 amendment for the Medical Reserve Corps Grant
5. Memo from Police Chief re: Weed and Seed grant from U.S. Department of Justice
6. Memo from Com. Dev. Director re: Approval of CPA Committee's hiring Project Manager
7. Memo from Com. Dev. Director re: Acceptance of grant for down payment of parcel of land known as I4-C2
8. Memo from Operations Manager-DPW request to purchase new mowing equipment
9. Memo from Operations Manager-DPW request to pay for services procured without a purchase order
10. Special Budgetary Transfer Request (#10-11) from DPW and Memo from Assistant City Engineer
11. Special Budgetary Transfer Request (#10-13) from Fire Chief
12. Special Budgetary Transfer Request (#10-14) from CFO, Jeff Towne
13. Special Budgetary Transfer Request (#10-15) from City Auditor, Marcia McInnis
14. Loan Authorization Request for water treatment plans and system distribution improvements
15. Report from City Auditor re: Accounts having expenditures which exceed their appropriations.
16. Other Business

COMMITTEE

Councilor Jason Grow, Chair

Councilor Joe Ciolino, Vice Chair

Councilor Steve Curcuru

Committee members – Please bring relevant documentation

CC: Mayor, Jim Duggan
Fire Chief Philip Dench
Sarah Garcia
Nancy Papows
Marcia McInnis
Jeff Towne
Christopher Farmer
Harbormaster Jim Caulkett

Jack Vondras
Jeff Towne
Mike Hale
Greg Cademartori
Police Chief Michael Lane


CITY CLERK
GLOUCESTER, MA
09 NOV 19 PM 12:47

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jtowne@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE TREASURER/COLLECTOR

TO: Mayor Carolyn A. Kirk
FROM: Jeffrey C. Towne 
RE: Donation from The Gloucester Fund to the City Hall Restoration
Account (295024)
DATE: October 26, 2009

Attached is correspondence from Maggie Rosa, Chair-City Hall Restoration Commission, requesting City Council acceptance of funds in the amount of \$67,000.

Please include this request in your next Mayor's Report to the City Council.

Attachments
JCT/c



"BUILD NOT FOR TODAY BUT FOR TOMORROW AS WELL"

Jeff Towne
CFO, City of Gloucester
City Hall
9 Dale Ave
Gloucester, MA 01930

RECEIVED

Fall 2008

OCT 10 2008

Dear Jeff

RE: Donation from the Gloucester Fund to City Account, 295024 (City Hall Restoration)

The City Hall Restoration Commission voted unanimously at its October 5th meeting to transfer \$67,000 from its account in the Gloucester Fund to the City Hall Restoration account (Fund 295024). The minutes of the meeting are attached. The funds which were raised by private donations are to be used specifically to restore City Hall's Bell and Clock. The Commission also requests that any interest accumulating on these funds remain with and become a part of the account 295024 (MGL chapter 44, section 53A)

Upon acceptance of this money by the City Council the Commission will instruct Barry Pett, manager of the Gloucester Fund to furnish you with the check.

Thank you

Maggie Rosa
Chair, City Hall Restoration Commission

City Hall Restoration Fund, c/o The Gloucester Fund
45 Middle Street
Gloucester, MA 01930

CITY HALL RESTORATION COMMISSION
SUMMARY OF MEETING HELD ON MONDAY OCTOBER 5TH 2009

Location: Third Floor Conference Room, City Hall

Present: J.J. Bell, Maggie Rosa, Steve Dexter, Mark Cole, Bill Sanborn, Suzanne Silveira, Jan Bell, Mary McCarl

Meeting opened at 10:00am.

Maintenance Issues

- The Commission is in receipt of a e-mail send from the Fire Department to Mark Cole regarding the FD's inspection of City Hall. Mark reported that the items on the list were being addressed. It was noted that the FD commented about the numerous open voids in walls and ceiling being a fire hazard. Maggie will write to the Mayor stating that the tower walls and the ceiling outside the auditorium on the South elevation (Warren Street) were consequences of the restoration efforts. J.J. Bell will contact Doug Manley to ascertain whether enclosure of the walls within the tower can be done now, given that the lower two exterior sections of the tower are still in need of restoration. Mark stated that water is not penetrating the building through the ceiling outside the auditorium. Maggie will check to see if there is any money remaining from the roof project that could be used to install the ceiling. We recalled that Bob Mitnik, the architect of the roof project, prepared plans for the ceiling repair.
- Maggie commented on the air quality at the attic level and was told by Bill that this would be a matter for the Health Department.
- Cables at the balcony level should be gathered up and placed near the CATV equipment.
- Bill asked if CHRC had submitted anything to the Capital Improvement Advisory Board. The answer is no. Maggie will review the Bero report (1998) and bring it to the next meeting.

Building Committee for Bell/Clock Project

- Maggie reported that she had sent the request to establish Building Committee to Donna who will provide it to the Mayor.

Scope of Work for Bell Project

- Mark Almeda from McGinley, Kalsow & Associates provide J.J. with a copy of the draft specification and scope of work for the bell and clock project. Upon discussion with J.J. McGinley Kalsow and Associates (MKA) have lowered the estimate from \$85,000 to \$80,000. J.J. will follow up with MKA to see if further reduction can be made and to discuss some comments that J.J. had from reading the draft document. Then J.J. and Maggie will speak with Donna Compton (Purchasing Agent).
- The Commission voted unanimously to request Barry Pett to write a check for \$67,000 from the Gloucester Fund to City Hall Restoration Account; make a copy of it. Maggie to write the letter to the Mayor that will accompany the copy of the check.

Fundraising

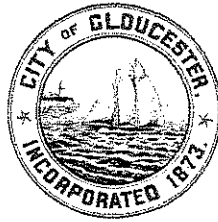
- Bananas Event – Jan reported that the ticket prices for the Saturday evening show will be priced between \$35 and \$50 (table of ten for \$350), \$15 for the Sunday show. Jan needs more names.

National Historic Landmark District

- J.J. and Mary have determined that after we apply for the National Historic Landmark District designation we should seek to elevate the City Hall National Register designation from local to national significance. Then we will be able to apply for Save America's Treasures' and Getty funding.

Meeting adjourned at 11:40 am Next meeting scheduled for October 19th, 2009

Nineteen Harbor Loop
Gloucester, MA 01930



TEL 978-282-3012
FAX 978-978-281-4188
jcaulkett@gloucester-ma.gov

CITY OF GLOUCESTER
HARBORMASTER'S OFFICE

Memorandum

From: Jim Caulkett, Harbormaster
To: Mayor Carolyn Kirk
Date: October 27, 2009
Subject: Mayor's Report to Council

RECEIVED

OCT 28 2009

Mayor's Office

Mayor Kirk,

In your next Report to Council will you please include the attached grant in the amount of \$30,000.00 to complete the sampling and testing for permits to dredge in the North Channel, Inner Harbor.

This project is fully funded by the state.

Sincerely,

Jim Caulkett



October 9, 2009

James W. Caulket, Harbormaster
City of Gloucester
19 Harbor Loop
Gloucester, MA 01930

RE: P10-2607-G7 (3772-G) proposed sampling and testing for permits for dredging of Gloucester inner harbor north side of State Pier and north of the Federal Channel.

Dear Mr. Caulket:

Enclosed please find two (2) copies of the contract documents for the above referenced scope of work for the project. Please review this information carefully and closely and complete the shaded sections as well as filling out the Contractor Authorized Signature Listing form. Upon completion and affixing of the authorized signature, please resubmit these agreement documents with original signatures to this office. We will process the agreement and send you a copy of the fully executed agreement when finalized.

This grant amount is for \$30,000.00 of which the state will pay 100% for the finalizing the permits and prepare the final plans for the above mentioned project.

Once the agreement has been executed, you may request funds for reimbursement of funds expended for the project up to once per month. The request must include a funding request form and necessary documentation.

Please be advised that the enclosed Quarterly Report Forms are to be completed and submitted within fifteen (15) days after the close of the quarter. The final report shall include a copy of the canceled checks used for payment throughout this project.

Attached you will find the Rivers and Harbors Program Requirements to be signed and returned to this office with the signed contract. This information was compiled to identify the minimum requirements for the compliance with the grant as established with the Office of the State Comptroller and DCR policies. If these requirements are not complied with, the Grant Compliance Officer may not be allowed to issue future funds until compliance has been made.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
349 Lincoln Street BLDG 45
Hingham, MA 02043
781-740-1600 617-727-2950 Fax
www.mass.gov/dcr



Deval L. Patrick
Governor

Timothy P. Murray
Lt. Governor

Ian A. Bowles, Secretary, Executive
Office of Energy & Environmental Affairs

Richard K. Sullivan, Jr., Commissioner
Department of Conservation & Recreation

The Grant Compliance Officer for this project is Mr. Michael Driscoll. He can be reached for any questions or concerns at (781) 740-1600 x 107 or his cell phone at (617) 719-2199.

Sincerely,

A handwritten signature in cursive script that reads "Martha C. King". The signature is written in dark ink and is positioned above the printed name and title.

Martha C. King
Director of Waterways

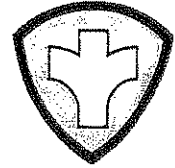
Enclosures

CC. Louis Elisa, Seaport



CITY OF GLOUCESTER

Health Department
3 Pond Road, City Hall Annex
Gloucester, Massachusetts 01930
PHONE: 978-281-9771 · Fax: 978-281-9729
EMAIL: healthdept@ci.gloucester.ma.us
WEBSITE: www.ci.gloucester.ma.us



Public Health
Prevent. Promote. Protect.

Memorandum

To: Mayor Carolyn Kirk
From: Jack Vondras, Health Director
Date: November 2, 2009
Re: Medical Reserve Corps (MRC) Grant Amendment

The Health Department has received another H1N1 amendment for the Medical Reserve Corps Grant of a total of \$8,500. The new total amount for this grant will now be \$22,785. All of these funds must be spent by June 30, 2010.

There is no award letter, only a payment check from the Town of Westford for the total amount of \$8,500. This grant was awarded to the City of Gloucester last year on November 3rd, 2008. These are Public Health Emergency Response (PHER) Funds to deal with H1N1 surge capacity with our MRC volunteers.

I will be available to answer questions from the City Council. Thank you in advance.

Cc: Joe Rosa, Chair, Board of Health
Jim Duggan, Administrative Assistant to the Mayor

RECEIVED

NOV 4 2009



RECEIVED

OCT 15 2009

Mayor's Office

City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal X Other _____

Name of Grant: WEED AND SEED

Department Applying for Grant: POLICE

Agency-Federal or State application is requested from: US Dept. of Justice - Community Capacity Development Office

Object of the application: Law enforcement; Community Policing; Prevention Intervention & Treatment; and Neighborhood Restoration

Any match requirements: 25%

Mayor's approval to proceed:

Signature

Date

City Council's referral to Budget & Finance Standing Committee:

Vote

Date

Budget & Finance Standing Committee:

Positive or Negative Recommendation

Date

City Council's Approval or Rejection:

Vote

Date

City Clerk's Certification of Vote to City Auditor:

Certification

Date

City Auditor:

Assignment of account title and value of grant:

Title

Amount

Grant Budget by line item account:

Auditor's distribution to managing department:

Department

Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

Gloucester Police Department

From the Desk of Chief Michael Lane

To: James Duggan, Chief Administrative Officer

From: Chief Lane

Date: October 15, 2009

Re: Permission to apply for grant

The Gloucester Police Dept is requesting permission from the City Council to apply for the "Weed and Seed" grant. This grant is offered competitively by the U. S. Dept of Justice through its Community Capacity Development Office.

If awarded, the grant is a five year collaborative effort, combining the following four elements: Law enforcement; Community Policing; Prevention, Intervention, and Treatment; and Neighborhood Restoration.

The parameters of the grant requires awardees to commit 52% of the grant to law enforcement and community policing initiatives, such as bike patrols, School Resource Officers, and working closely with neighborhoods to address specific crime issues. It also allows for the purchase certain types of police equipment, such as interoperable portable radios, mobile data terminals, and report writing software. Forty eight percent of the grant is dedicated to providing direct social services to those targeted areas in the form of drug and crime prevention programs, crime prevention programs, and neighborhood restoration projects.

The police department has been working with Jack Vondras of the Health Dept and grant writer Carl Richardson in the pre-application phase of this grant. We will be using the Healthy Gloucester Collaborative as the steering committee for the development and implementation of adopted strategies.

The grant, if awarded, requires a 25% match, which can be in the form of "in-kind" services. The grant total funding could be up to \$1,000,000. over the five years.

The pre-application deadline is November 10, 2009, and the application deadline is December 1, 2009.

Thank you very much for your consideration in this matter.

Chief Michael Lane

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

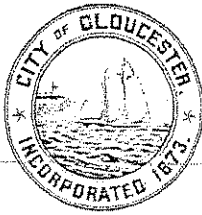
TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
CC: Community Preservation Committee (CPC)
RE: Administrative support
DATE: November 10, 2009

The Community Preservation Committee voted unanimously to recommend the hiring of a part-time Community Preservation Project Manager. This position can be paid out of the CPC's allowable 5% administrative budget.

The Project Manager will assist the committee with issuing the annual or semi-annual Requests for Proposals for CPA funding, awarding and monitoring the grants, and maintaining the detailed financial reports that will be so essential to the proper management of the CPA. The person hired will perform annual updating of the CPC Preservation Plan and granting criteria working with the committee and community. For more detail, please refer to the attached job description for a 19 hour/week Project Manager for the Community Preservation Act.

Thank you.

Attachments: Project Manager job description



City of Gloucester Job Description

Title: CPA Project Manager

Supervisor: Community Development Director

Grade: M4

Civil Service: Part-time; 19 hours/wk Provisional **Union:** GMAA

Supervision Exercised: May supervise Senior Clerk and/or Interns in absence of Director.

Responsibilities: Professional and technical work evaluating information, preparing reports, administering contracts, and assisting the Community Preservation Committee (CPC) to implement the committee goals and policies; other related work, as required.

Duties: The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Act as staff to the Community Preservation Committee attending all meetings, conduct research providing information and assistance on a range of technical planning and community development issues. Process and evaluate all applications for funding for completeness and compliance with Community Preservation Act (CPA) provisions, CPC rules and policies.
- Facilitate monthly budget review of funds by the CPC and the annual budget and report for City Council.
- Provide information to the public regarding CPA funding applications, advises applicants, checks applications for accuracy, copy and distribute to CPC members.
- Oversee contracts for funded projects, except for CPC administration. Prepare staff reports, motions and decisions for ratification by City Council, and draft agreements for funding for review and approval by the CPC. Manage other contracts for specialized studies and consultants for the CPC.
- Conduct public relations and prepare educational materials as needed. Respond to inquiries from the general public on CPA/CPC procedures, legislation and policies. Maintain contact with related town departments and committees and outside organizations.
- Perform similar or related work as required, or as situation dictates.

Knowledge, Ability and Skill: Working knowledge of Massachusetts land use laws and regulations. Working knowledge of Community Development including affordable housing and historic preservation; knowledge of planning, development and environmental issues.

Ability to conduct independent research and analyze and interpret results; ability to prepare reports and formulate recommendations; ability to understand and interpret land surveys, architectural drawings, and construction specifications; ability to understand

and evaluate funding applications and invoices; ability to draft decisions, regulations and bylaw amendments ability to establish and maintain effective working relationships with local officials and the general public.

Written and oral communication skills; public presentation skills; planning and organizational skills; skill in using word processing and spreadsheet.

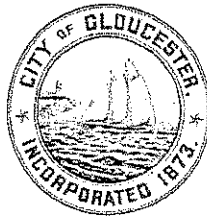
PHYSICAL REQUIREMENTS

Minimal physical effort is generally required to perform administrative duties; moderate physical effort is required to perform fieldwork. The employee is frequently required to speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents, use a computer and operate an automobile.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Qualifications: Bachelors Degree in planning, community development, public administration or related field is required, Masters Degree preferred; one (1) to three (3) years of planning or related experience, preferably in local government are required; or an equivalent combination of education and experience.

City Hall Annex
Three Pond Road
Gloucester, MA
01930



TEL 978-281-9781
FAX 978-281-9779
sgarcia@gloucester-ma.gov

CITY OF GLOUCESTER
COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Mayor Carolyn Kirk
FROM: Sarah Garcia, Community Development Director
RE: Seaport Advisory Council grant acceptance
DATE: November 10, 2009

The Seaport Advisory Council, chaired by Lieutenant Governor Murray, has voted \$800,000 for the City of Gloucester to make the down payment necessary to purchase 65 Rogers Street, Map 9, Lot 1, otherwise known as I4-C2.

I4-C2 has been vacant for forty years. Under the regulations of the Designated Port Area, it must be used for water-dependent industrial use, yet it is landlocked by the adjacent city-owned wharf. Its water-dependent use is not possible without the city's participation.

The prominent location of this blighted 1.81 acre parcel inhibits the effective redevelopment of the downtown and the waterfront. I4-C2 is only one block from Main Street and within 100 yards of the Maritime Heritage Center, the Fitz Henry Lane Park and the Gus Foote Park.

The 2009 Harbor Plan took particular note of I4-C2, illustrating the potential marine industrial and supporting commercial uses possible under the Designated Port Area regulations, and noting the potential for creating the pedestrian loop that would strengthen linkages between Main Street and the waterfront.

The keys for successful redevelopment of this parcel are to

- Establish city ownership,
- Remove the blight,
- Engage the community and the state DPA program to determine the use, and
- Issue a Request for Proposals for reinvestment.


We are very grateful for the support of the Seaport Advisory Council. Please convey the request to City Council to accept the \$800,000 grant of Seaport Bond funding. The grant does not require a local match. Thank you.

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mcole@ci.gloucester.ma.us

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Mike Hale, DPW Director
FR: Mark Cole, Operations Manager 
DT: October 19, 2009
SUBJ: Equipment for Cemetery

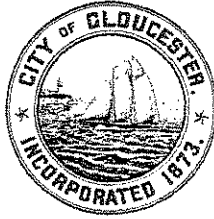
I would like the authorization from the City Council to spend \$13, 642 from the Cemetery Capital Account to purchase new mowing equipment. The breakdown on the equipment is as follows:

- | | |
|--|---------|
| 1. 21HP, 48" Cut Zero Turn Riding Mower | \$6,950 |
| 2. Double Bag Collection System | \$1,900 |
| 3. Four (4) Honda 21" Commercial Push Mowers | \$2,996 |
| 4. Four (4) 1.4HP Commercial Trimmers | \$1,796 |

Please forward this request to the Mayor for inclusion in the next Mayor's Report.

OCT 20 2009

Public Works
28 Poplar Street
Gloucester, MA 01930



TEL 978-281-9785
FAX 978-281-3896
mcole@ci.gloucester.ma.us

CITY OF GLOUCESTER
DEPARTMENT OF PUBLIC WORKS

TO: Mike Hale, DPW Director
FR: Mark Cole, Operations Manager
DT: October 15, 2009
SUBJ: Request to pay bill

RECEIVED

OCT 15 2009

Mark Cole

Request City Council authorizes payment of Invoice #10813 from Danvers Ford for repairs that were not covered under warranty. There was purchase order on file but it was for FY2009 therefore no purchase order was put in place at the start of the fiscal year FY2010.



Service Hours
M-Fri 8AM - 5:30PM
Sat 8AM - 4:30PM
Parts Hours
M-Fri 8AM - 5:30PM
Sat 8AM - 4:30PM

Danvers Motor Company, Inc

106 Sylvan Street
Danvers, MA 01923
(978)774-0727



10813CIT

CITY OF GLOUCESTER 9 DALE AVE GLOUCESTER MA 01930				VEHICLE IDENTIFICATION		MILEAGE OUT	DATE OUT	INVOICE NO.
				2FAFP71V08X111627		79746	09/24/09	10813
				YEAR	MAKE	MODEL	COLOR	TAG NO.
				08	FORD	CROWN VICT	BLACK/WHITE	04557
CUST. NO.	LICENSE	HOME PHONE	WORK PHONE	STOCK NO.	PROD. DATE	SERV. ADV.	TERMS	
42233	MP337C	978-281-9785	978-281-9710		00/00/00	415 4155	CASH	
CUST. LABOR RATE		DELIV. DATE	DELIV. MILES	MILEAGE IN	DATE IN	IN-SERV. DATE		
		00/00/00		79746	09/21/09	00/00/00		

STATE REG #2

LINE	OP. CODE	FAIL. CD	TECH	HOURS/QT	TYPE	AMOUNT
A	EEC SYSTEM; BLOWS THWE IGNITION FUSE AT TIMES WHEN STARTED PUT IN A FUSE AND WILL RUN FOR A WHILE CHECKED THE CENTRAL BOX 1 10A FUSE CUSTOMERS FUSER NOT BLOWN CHECKED THE HARNESS WAS IN WOKING ORDEWR RAN OASIS NO INFO SEE INFO SHEET INSPECTED HARNESS FURTHER REOVED THE FROTN GRILL LEFT INNER FENDER WASHER RESEVOITR TO OPEN THE HARNESS FOUND PIN 86 WH/PN WIRE HAD CHAFFED INTO THE AC LINE HIGH PRESSURE SID EREPAIRED AND REINSTALLED THE HARNESS					
12	A92 0592				C	760.00
	F2UZ 14526 M CIRCUIT BREAKE			2	C	6.70
Line Total.....						766.70

Labor 760.00
Parts 6.70
HAZARD WASTE 20.00
TOTAL-CASH 786.70

charge

CUSTOMER COPY - PAGE 01

STATEMENT OF DISCLAIMER

The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

CUSTOMER SIGNATURE

On behalf of servicing dealer, I hereby certify that the information contained hereon is accurate unless otherwise shown. Warranty services described were performed at no charge to owner. There was no indication from the appearance of the vehicle or otherwise, that any part repaired or replaced under this claim had been connected in any way with any accident, negligence or misuse. Records supporting this claim are available for (1) year from the date of payment notification at the servicing dealer for inspection by manufacturer's representative.

(SIGNED) DEALER, GENERAL MANAGER OR AUTHORIZED PERSON (DATE)

Memorandum

To: Marcia McInnis, Auditor
From: Frank Ventimiglia, Asst. City Engineer
Date: October 20, 2009
Re: Highway Force Acct Transfer

When the DPW recently requested a transfer from the Highway Force Account to an expenditure account, the wrong account was cited in the request sent to the Mayor. We mistakenly requested the \$40,000.00 to be transferred into 1010001042252490, an inactive account, instead of the correct account, 1010001047058415, which was created expressly for this purpose. Please make the transfer from the incorrect to the correct, as detailed in the transfer form attached.



RECEIVED

OCT 20 2009

Mayor's Office

City of Gloucester
Special Budgetary Transfer Request
Fiscal Year ~~2009~~ 2010

****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER:

DPW

TRANSFER # ~~09~~

10- 11

DATE: 10/20/2009

BALANCE IN ACCOUNT

\$40,000.00

(FROM) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

(FROM) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

101000.10.422.52490.0000.00.000.00.052

Highway Paving Contracting

Account Description

EXPLANATION OF SURPLUS:

Incorrect account used

(TO) PERSONAL SERVICES ACCOUNT#:

Unifund Acct #

101000.10.470.58415.0000.00.000.00.058

(TO) ORDINARY EXPENSE ACCOUNT#:

Unifund Acct #

Public Property Paving

Account Description

ANALYSIS OF NEED(S):

Correct account to be used for Council transfers from Highway Force Account.

TOTAL TRANSFER AMOUNT \$40,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT:

\$0.00

TO ACCOUNT:

\$40,000.00

APPROVALS:

DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:

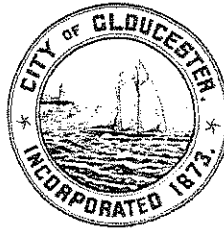
DATE: 19 OCT 09

DATE: 10/20/09

DATE:

DATE:

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

TO: City Council

FROM: Carolyn A. Kirk, Mayor

DATE: November 12, 2009

RE: Addendum to the Mayor's Report
for the November 17, 2009 City Council Meeting

Attached is a memorandum and Special Budgetary Transfer Request (#10-13) from Fire Chief Philip Dench. *Please refer this matter to the Budget and Finance subcommittee for review and approval.* Chief Dench will be available to answer questions and provide further information as required.

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780
FAX 978-281-9822
pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

MEMORANDUM

Date: November 12, 2009
To: Mayor Carolyn Kirk
From: Phillip S. Dench, Fire Chief *PSD*
Subject: Special budget Transfer Request

I am submitting the attached Special Budget Transfer Request for approval by the City Council. On September 15, 2009 nine members of the Fire Department (two Deputy Chiefs, five Captains, the Fire Inspector and one firefighter) attended an Oil Burner Seminar at Middleton Fire Department. The Seminar was hosted by the North Shore Oil Heat Association. The purpose of sending members to this seminar was so they could bring knowledge back to the department which would allow personnel to do in-service inspections for oil burner permits. The Fire Inspector attended to review any new requirements under state regulations. Currently, the Fire Inspector is the only one who does oil burner inspections. With this training, in-service inspections would free up more time for the Fire Inspector to do other, more technical duties.

HOLD OVER / CALL BACK OVERTIME ROSTER

DATE 9/15/09 RUN # _____

REASON: OIL BURNER SEMINAR
MIDDLETON, MA
NORTH SHORE OILHEAT ASSOCIATION

[illegible]

RECEIVED

OCT 23 2009

City of Gloucester
Special Budget Transfer Request
Fiscal Year 2010

Inter-departmental requiring City Council approval - 6 Votes Required

DEPARTMENT REQUESTING TRANSFER: Fire Department

TRANSFER # 10 -13 DATE: 10/22/09 BALANCE IN ACCOUNT: \$21,687.06

Unifund Account #

(FROM) ORDINARY SERVICES ACCOUNT # 101000.10.220.53060.0000.00.000.00.052

Account Description

Fire Department, Pub Safety Program

EXPLANATION OF SURPLUS: Fund available to transfer

Unifund Account #

(TO) PERSONAL SERVICES ACCOUNT # 101000.10.220.51300.0000.00.000.00.051

Account Description

Fire Department, Sal/Wage-Overtime

ANALYSIS OF NEED: → To pay for 8 fire officers to attend a class on Oil Burners.

TOTAL TRANSFER AMOUNT: \$2,058.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$19,629.06

TO ACCOUNT: \$61,713.64

APPROVALS:

DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:

DATE:

DATE:

DATE:

DATE:

**City of Gloucester
Special Budget Transfer Request
Fiscal Year 2010**

****Inter-departmental requiring City Council approval - 6 Votes Required****

DEPARTMENT REQUESTING TRANSFER: Collector's Department

TRANSFER # 10 - 14 DATE: 11/10/2009 BALANCE IN ACCOUNT: \$37,000.00

(FROM) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____

(FROM) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # 101000.10.145.52000.0000.00.000.00.052

Account Description
Treasurer/Collector, Legal Consultations

EXPLANATION OF SURPLUS: Not all of this account will be needed in FY10.

(TO) PERSONAL SERVICES ACCOUNT # _____ Unifund Account # _____

(TO) ORDINARY EXPENSE ACCOUNT # _____ Unifund Account # 101000.10.155.54230.0000.00.000.00.054

Account Description
MIS - Paper/Forms

ANALYSIS OF NEED: To purchase additional Collection Department return envelopes. Lockbox Company gave us a credit last year because they changed P.O. boxes but we aren't purchasing the envelopes until this year.

TOTAL TRANSFER AMOUNT: \$2,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$35,000.00

TO ACCOUNT: \$8,407.10

APPROVALS:

DEPT. HEAD: 

DATE: 11/10/09

ADMINISTRATION: 

DATE: 11/12/09

BUDGET & FINANCE: _____

DATE: _____

CITY COUNCIL: _____

DATE: _____



Certified Public Accountants

SULLIVAN, ROGERS & COMPANY, LLC

Corporate Place I, Suite 204 • 99 South Bedford Street

Burlington, Massachusetts 01803

P • 781-229-5600 F • 781-229-5610 www.sullivan-rogers.com

Change Order - Fiscal Year 2009 Audit

September 25, 2009

City of Gloucester
9 Dale Avenue
Gloucester, Massachusetts 01930

The purpose of this letter is to serve as a change order to the fiscal year 2009 audit fee as a result of the requirement to audit the following three (3) additional federal grants pursuant to the Single Audit Act:

1. School-Based Medicaid Reimbursement Program
2. American Recovery and Reinvestment Act
3. Community Development Block Grant

We must audit the aforementioned additional federal grants because they meet the major federal grant threshold (\$300,000) as defined by the Single Audit Act.

The additional cost related to performing the audit of the additional federal grants totals \$13,200, which is \$4,400 per grant and is the price we identified in our engagement letter dated March 25, 2009.


Should you have any questions regarding this change order please do not hesitate to contact us.

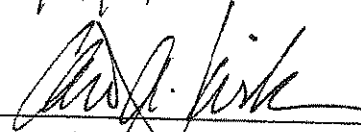
Very truly yours,

Sullivan, Rogers & Company, LLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Gloucester. The undersigned has the ability to contractually bind the City of Gloucester.

By: 
Title: City Auditor
Date: 10/19/09

By: 
Title: Mayor
Date: 10/21/09

By: _____
Title: _____
Date: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2010**

*****INTER-DEPARTMENTAL REQUIRING CITY COUNCIL APPROVAL*****Requires 6 Votes

DEPARTMENT REQUESTING TRANSFER: _____ AUDITOR _____
TRANSFER # 10- _____
- 15 DATE: 11/9/2009 BALANCE IN ACCOUNT \$438,181.39

(FROM) PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct # _____

(FROM) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct # _____
101000.10.900.51100.0000.00.000.00.051

Account Description _____

EXPLANATION OF SURPLUS: Funds available for transfer

(TO)PERSONAL SERVICES ACCOUNT#: _____ Unifund Acct # _____

(TO) ORDINARY EXPENSE ACCOUNT#: _____ Unifund Acct # _____
101000.10.135.53130.0000.00.000.00.052

Account Description _____

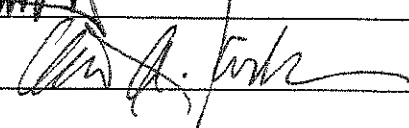
ANALYSIS OF NEED(S): Change order for Sullivan and Rogers

TOTAL TRANSFER AMOUNT \$13,900.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$424,281.39

TO ACCOUNT: \$8,800.00

APPROVALS: _____
DEPT. HEAD: 

ADMINISTRATION: 

BUDGET & FINANCE: _____

CITY COUNCIL: _____

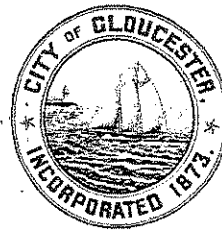
DATE: 11/9/09

DATE: 11/12/09

DATE: _____

DATE: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9707
FAX 978-281-8472
jtowne@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE CHIEF FINANCIAL OFFICER

MEMORANDUM

To: Mayor Kirk

From: Jeffrey C. Towne, CFO *JCT*

Date: November 10, 2009

Re: Water Treatment Plants and System Distribution
Improvements Loan Authorization Request

I respectfully request that you include this memorandum in your Mayor's report to the City Council for referral of this matter out to the Budget & Finance Committee.

As a result of ACOP-NE-09-5D008, the City's Department of Public Works Director, Michael Hale is recommending capital infrastructure improvements to the water treatment plants and the system distribution lines as well. An "upgrade report" is being finalized that will address the specifics of the actions the City plans on taking to address the requirements of the ACOP.

Attached please find the loan authorization language that we respectfully ask the Budget & Finance Committee and ultimately the City Council for approval on.

Ordered that \$6,000,000 is appropriated for the purpose of making improvements to the City's Water Treatment Plants and Distribution System including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow up to \$6,000,000 and to issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that such bonds or notes shall be general obligations of the City unless the Treasurer, with the approval of the Mayor determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust ("Trust") established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project; and further to ADVERTISE FOR PUBLIC HEARING.

CITY OF GLOUCESTER

AUDITOR'S OFFICE

November 6, 2009

TO: CITY COUNCIL

FROM: CITY AUDITOR

RE: CODE OF ORDINANCE CHAPTER 2, ADMINISTRATION, ARTICLE III,
OFFICERS AND EMPLOYEES, DIVISION 6, CITY AUDITOR, S 2-104
p. 161, EFFECTIVE MARCH 1, 1986

cc: MAYOR CAROLYN KIRK

S 2-104 DUTY WHEN APPROPRIATIONS ARE EXHAUSTED
WHENEVER THE APPROPRIATIONS FOR ANY DEPARTMENT FOR ANY OBJECTS HAVE
BEEN EXHAUSTED, THE CITY AUDITOR SHALL COMMUNICATE THE FACT TO THE
MAYOR AND THE CITY COUNCIL, AND ALL EXPENDITURES THEREFORE SHALL CEASE
UNTIL A FURTHER APPLICATION IS DULY MADE.
AS OF THE WEEK ENDING NOVEMBER 6, 2009. THE FOLLOWING ACCOUNTS HAVE
EXPENDITURES THAT EXCEED THEIR APPROPRIATIONS:

<u>CITY ACCOUNT #</u>	<u>ACCOUNT TITLE</u>	<u>AMOUNT OVER</u>
101000.10.135.53130	Auditor, Professional Auditing Serv.	(\$5,100.00)
101000.10.543.57700	Veterans Serv. - Vets Direct Access	(\$84.00)
101000.10.543.57720	Veterans Service Medical	(\$5,544.49)
101000.10.610.51250	Library Admin Sal/Wage PT Pos	(\$3,166.15)
	Total	(\$13,894.64)

AGING OF ACCOUNTS	CITY OF GLOUCESTER						
ACCOUNT	DESCRIPTION	11-Nov-09	23-Oct-09	25-Sep-09	11-Sep-09		
Function 3500	School Athletics				\$ (59,975.00)		
Function 3520	Student Activities				\$ (3,203.75)		
Function 2210	School Leadership			\$ (7,999.09)			
101000.10.135.53130.	Auditor, Professional Auditing Serv.	\$ (5,100.00)	\$ (5,100.00)	\$ (5,100.00)			
101000.10.152.51100.	Personnel Sal/Wage Perm Pos			\$ (133.37)	\$ (284.99)		
101000.10.152.51970.	Personnel, Retirement Sigh Buy Back			\$ (17,677.61)	\$ (17,677.61)		
101000.10.543.57700	Veteran's Serv - Vets Direct Access	\$ (84.00)					
101000.10.543.57720.	Veterans Service Medical	\$ (5,544.49)	\$ (3,482.06)				
101000.10.610.51250.	Library Admin Sal/Wage PT Pos	\$ (3,166.15)		\$ (937.22)	\$ (836.78)		
101000.10.610.51430.	Library Admin Night Differential				\$ (5,189.61)		